

February 25, 2002

MEMORANDUM FOR: Distribution

FROM: R. J. Dominic (signed 2/25/2002)  
Director, Finance Office/Comptroller

SUBJECT: Fiscal Year 2002 Interim Financial Statement  
Information Requirements  
ACTION MEMORANDUM

In accordance with the Office of Management and Budget's (OMB) Bulletin Number 01-09, ***Form and Content of Agency Financial Statements***, dated September 25, 2001, interim unaudited consolidated financial statements are required in Fiscal Year (FY) 2002 for the six-month period ending March 31, 2002. These consolidated statements, prepared at the Department-level, are required to be submitted to OMB by May 31, 2002. In order for the Department of Commerce (DOC) to meet that deadline, NOAA must submit its unaudited interim statements to DOC during the first week of May 2002 at the latest.

While NOAA's interim financial statements will be similar to the financial statements prepared and audited in past years, supplemental information such as the Management Discussion and Analysis (MD&A), performance measures, footnotes, stewardship reporting, and other disclosures are not required. Additionally, the interim financial statements will not be subject to an audit by the Office of Inspector General (OIG) and/or their contract auditors. Keep in mind though that the OIG and/or contract auditors may still perform limited reviews of the interim statements in preparation for their required year-end audits.

**Attached is a schedule, with due dates, of required information that the Finance Office needs to receive to prepare NOAA's interim FY 2002 unaudited financial statements for the six-month period ending March 31, 2002. It is critical that the attached tasks are completed on time to meet OMB's deadline.**

As you comply with our request for FY 2002 interim financial statement information, we ask that you also continue to look toward the future. Please evaluate your procedures to identify ways to improve efficiencies in compiling the information. We will be issuing our FY 2002 Year-end Requirements Memorandum in May that will require your office to submit information to the Finance Office no later than October 18, 2002, so that we will be able to meet DOC's and OMB's accelerated year-end deadlines. For your information, OMB accelerated its FY 2002 financial statement deadline by almost a full month compared to the deadline for the FY 2001 financial statements. Therefore, it will be critical that year-end information be received by the Finance Office no later than the October 18<sup>th</sup> deadline.

To facilitate distribution, an electronic version of this memorandum, and its attachments, may be found at [http://www.rdc.noaa.gov/~finance/audit\\_info.htm](http://www.rdc.noaa.gov/~finance/audit_info.htm).

Please provide your responses back to the Finance Office by the assigned due dates. Responses may be sent as follows:

By Mail: NOAA Finance Office  
ATTN: Chuck Kilgore (OFA212)  
CXXI Building, Room 3125  
20020 Century Blvd.  
Germantown, Maryland 20874

By Fax: (301) 427-2040  
ATTN: Chuck Kilgore (OFA212)

By E-Mail: [charles.kilgore@noaa.gov](mailto:charles.kilgore@noaa.gov)

Your assistance and cooperation are greatly appreciated as we strive to continue to meet the accelerated deadlines. If you or your staff have any questions, please call Ted Wolfgang or Chuck Kilgore on (301) 413-2100.

#### Attachments

#### Distribution:

Chief Financial Officers/ Management & Budget Chiefs	OFA - Jolene Lauria Sullens
ASC Financial Management Division Chiefs	OFA Directors
DOC - Lisa Casias	OFA21 - Ted Wolfgang
E/IP - Doug Namian	OFA22 - Lois Coleman
CCx2 - Lawrence Carter	OFA23 - Keith Schellhase
F/SF2 - Michael Grable	OFA32 - Peter Maxey
N/ORM - Barbara MacNeill	OFA33 - Lan Bui
N/ORM - Ruth Best	OFA41 - Monica Matthews
W/CFO2 - Roxanne Stasulli	OFA72 - David Murdock
W/OPS16 - Timothy Batliner	OFA73 - Roy Eckert
	OFA74 - Bernard Denno

**FINANCIAL STATEMENT INFORMATION REQUIREMENTS SCHEDULE**  
**Interim FY 2002 for the six months ended March 31, 2002**

**Department of Commerce**

1. FY 2002 Payroll data as of March 31 for Pensions and Other Retirement Benefits. (4/12/02)
2. Listing of NOAA Judgement Fund Payments for FY 2002 as of March 31. (4/12/02)
3. DOL's Workers Compensation information provided by DOC OFM as of March 31. (4/12/02)

**NOS, NMFS, OAR, NWS, NESDIS, OMAO, and OFA**

1. Reports of Capitalized Construction Work In Process (CWIP) Form 37-6 as of March 31, for both real and personal property. Each 37-6 line item cost should contain a corresponding valid task number, object class, and original fiscal year as stated on the IFIMA CWIP Report (15C Report). (3/21/02 to Property Office and 3/29/02 to Finance Office)
2. Reconciliation of all CWIP costs, by task, to the 15C Report as of 3/31/02 including FY02 additions and deletions. (4/19/02)

**IN ADDITION TO THE ABOVE, SPECIFIC OFFICE REQUESTS ARE AS FOLLOWS:**

**NESDIS, Budget and Planning Office (E/BP)**

1. Reports and schedules, including supporting documentation for satellite additions and disposals for FY02 and related accumulated depreciation additions and disposals as of March 31. (4/19/02)

**NOS, Office of Ocean and Coastal Resource Management (N/ORM)**

1. Reports, schedules, and supporting documentation for CZMF accounts receivable and estimated allowances as of March 31. (4/12/02)
2. March 31, 2002 balances of cash accounts held in commercial bank accounts. Specifically, trust accounts from foreclosure. (4/12/02)
3. A summary dollar total of all Port Arthur properties sold as well as a detailed list of the lot numbers and associated dollar values, as of 3/31/02 cumulative to the beginning of the sales program. (4/19/02)
4. Check register, schedule, or bank statement detailing all FY02 transactions in the commercial bank account for the Port Arthur project. (4/19/02)

**FINANCIAL STATEMENT INFORMATION REQUIREMENTS SCHEDULE**  
**Interim FY 2002 for the six months ended March 31, 2002**

**NWS, Comptroller Division (W/CFO2) and National Logistics Support Center (NLSC) (CCx2)**

1. Value of NLSC supplies and equipment as of March 31, 2002. (4/12/02)
2. Reconciliation between the 9/30/01 ending operating materials and supplies inventory balance and the ending inventory per the physical inventory report as of 3/31/02 for both supplies and equipment. (4/12/02)
3. Report of total excess, obsolete, and unserviceable inventory for both supplies and equipment. (4/12/02)
4. Carrying amount and net realizable value of the excess, obsolete, and unserviceable items. (4/12/02)

**NWS, Office of Operational Systems, National Reconditioning Center (NRC) (W/OPS16)**

1. Value of NRC supplies/equipment as of March 31, 2002. (4/12/02)
2. Carrying amount and net realizable value of the excess, obsolete, and unserviceable items. (4/12/02)

**SPECIFIC OFA OFFICE REQUESTS ARE AS FOLLOWS**

**Finance Office, Financial Reporting Division, Funds Management Branch (OFA211)**

1. Schedule of amount of seized cash within Suspense Fund at 3/31/02. (4/12/02)

**Finance Office, Accounting Operations Division, Receivables Branch (OFA233)**

1. Information regarding direct loans at March 31, 2002, including the following: (4/12/02)
  - A. Report of outstanding direct loans.
  - B. Report of related interest accrued.
2. Fisheries Loan Fund data as of 3/31/02. (4/12/02)
3. Obligation Guarantee Financial Information System reports and Coastal Fund Management data. As of March 31, 2002. (4/12/02)
4. Notes Receivable schedule from OGFIS and supporting documentation - this schedule should agree with the Receivable Report as of March 31, 2002. (4/12/02)

**FINANCIAL STATEMENT INFORMATION REQUIREMENTS SCHEDULE**  
**Interim FY 2002 for the six months ended March 31, 2002**

5. Reports and schedules for intragovernmental and non-intragovernmental unearned revenue for appropriated general funds. (4/12/02)
6. Report for Guaranteed Loan Contingencies. (4/12/02)

**Budget Office (OFA3)**

1. Schedule of Category A and B obligations by fund for FY 2002 as of March 31. (4/19/02)

**HRMO, Programs and Plans Division (OFA41)**

1. Schedule of accrued annual leave including credit, comp., leave transferred in, and shore leave at 3/31/02. (4/19/02)

**Facilities Office, Facilities Services Division (OFA72)**

1. Capital lease reports and schedules for FY02 **by task and fund type** along with supporting documentation including the following as of 3/31/02: (4/19/02)
  - A. Provide separate disclosure of all capital lease acquisitions and disposals during the current fiscal year, including property descriptions and acquisition/disposal dates.
  - B. Provide detail of current fiscal year depreciation expense by task code, which includes the effect of current fiscal year acquisitions, disposals, and prior period adjustments.
  - C. Provide a detailed reconciliation/roll-forward of capital lease depreciable basis and accumulated depreciation from the September 30, 2001, ending balances to the March 31, 2002, ending balances. This reconciliation should detail items such as current fiscal year depreciation expense, acquisitions, prior period adjustments, imputed interest, executory costs, and any other information necessary to complete the rollforward.
  - D. Provide separate detail of all adjustments required to prior period balances at 9/30/01 including the cause for the adjustment such as errors or policy changes.
  - E. Allocate the current fiscal year lease payments between a reduction of the principle balance, executory costs, and interest expense calculated based on the effective interest method so as to produce a constant periodic rate of interest on the remaining balance of the liability.
  - F. Provide schedule of capital leases that are fully funded as required by OMB Bulletin 01-09.

**FINANCIAL STATEMENT INFORMATION REQUIREMENTS SCHEDULE**  
**Interim FY 2002 for the six months ended March 31, 2002**

2. Personal property reports and schedules as of 3/31/02 by fund and by class for all of NOAA along with supporting documentation. This includes additions, disposals for property and equipment and related accumulated depreciation additions and disposals by task code and totals by fund/appropriation for FY02 including satellites and their related ground support systems. Include a schedule of prior period adjustments and depreciation expense by task code. (4/19/02)
  - A. Provide separate disclosure of all property acquisitions and disposals during the current fiscal year, including property descriptions and acquisitions/disposal dates.
  - B. Provide current fiscal year depreciation expense which includes the effect of current fiscal year acquisitions and disposals, and prior period adjustments.
  - C. Provide a detailed reconciliation/roll-forward of personal property depreciable basis and accumulated depreciation balances from the September 30, 2001, ending balances to the March 31, 2002, ending balances. This reconciliation should detail items such as current fiscal year depreciation expense, acquisitions, prior period adjustments, and any other information necessary to complete the roll-forward.
  - D. Provide separate detail by fund type and task code of all adjustments required to prior periods including the cause for the adjustment such as errors or policy changes.
3. Detailed listing of all capitalized properties sold, or disposed, or removed during FY02 as of March 31, 2002. Provide the following information regarding each property item: (4/19/02)
  - A. Identification number;
  - B. Asset description and name;
  - C. Acquisition cost;
  - D. Accumulated Depreciation;
  - E. FY02 depreciation expense;
  - F. Date disposed/sold;
  - G. Sales price;
  - H. Gain or loss;
  - I. Net book value; and
  - J. Net realizable value.

If property was traded in, please detail any proceeds which were received from the trade, if any.

4. Listing of property excessed during FY02, and the date which the property was removed. Include the date which the property was excessed (date when depreciation was no longer taken/calculated). (4/19/02)
5. A summary of depreciation expense by task which reconciles to FY02 depreciation reported in the property system. (4/19/02)

**FINANCIAL STATEMENT INFORMATION REQUIREMENTS SCHEDULE**  
**Interim FY 2002 for the six months ended March 31, 2002**

**Facility, Acquisition and Management Division (OFA73)**

1. Capital lease reports and schedules for FY02 **by task and fund type** along with supporting documentation including the following as of 3/31/02: (4/19/02)
  - A. Provide separate disclosure of all capital lease acquisitions and disposals during the current fiscal year, including property descriptions and acquisition/disposal dates.
  - B. Provide detail of current fiscal year depreciation expense by task code, which includes the effect of current fiscal year acquisitions, disposals, and prior period adjustments.
  - C. Provide a detailed reconciliation/roll-forward of capital lease depreciable basis and accumulated depreciation from the September 30, 2001, ending balances to the March 31, 2002, ending balances. This reconciliation should detail items such as current fiscal year depreciation expense, acquisitions, prior period adjustments, and any other information necessary to complete the rollforward.
  - D. Provide separate detail of all adjustments required to prior period balances at 9/30/01 including the cause for the adjustment such as errors or policy changes.
  - E. Allocate the current fiscal year lease payments between a reduction of the obligation (principle balance) and interest expense calculated based on the effective interest method so as to produce a constant periodic rate of interest on the remaining balance of the liability.
  - F. Provide schedule of capital leases that are fully funded as required by OMB Bulletin 01-09.
2. Real property reports and schedules as of 3/31/02 by fund and by class for all of NOAA along with supporting documentation. This includes additions and disposals. Include a schedule of prior period adjustments and depreciation expense by task code. (4/19/02)
  - A. Provide separate disclosure of all property acquisitions and disposals during the current fiscal year, including property descriptions and acquisitions/disposal dates.
  - B. Provide current fiscal year depreciation expense which includes the effect of current fiscal year acquisitions and disposals, and prior period adjustments.
  - C. Provide a detailed reconciliation/roll-forward of real property depreciable basis and accumulated depreciation balances from the September 30, 2001, ending balances to the March 31, 2002, ending balances. This reconciliation should detail items such as current fiscal year depreciation expense, acquisitions, prior period adjustments, and any other information necessary to complete the roll-forward.
  - D. Provide separate detail by fund type and task code of all adjustments required to prior periods including the cause for the adjustment such as errors or policy changes.

**FINANCIAL STATEMENT INFORMATION REQUIREMENTS SCHEDULE**  
**Interim FY 2002 for the six months ended March 31, 2002**

3. Detailed listing of all capitalized properties sold, or disposed, or removed during FY02 as of March 31, 2002. Provide the following information regarding each property item: (4/19/02)
- A. Identification number;
  - B. Asset description and name;
  - C. Acquisition cost;
  - D. Accumulated Depreciation;
  - E. FY02 depreciation expense;
  - F. Date disposed/sold;
  - G. Sales price;
  - H. Gain or loss;
  - I. Net book value; and
  - J. Net realizable value.

If property was traded in, please detail any proceeds which were received from the trade, if any.

4. Listing of property excessed during FY02, and the date which the property was removed. Include the date which the property was excessed (date when depreciation was no longer taken/calculated). (4/19/02)
5. A summary of depreciation expense by task which reconciles to FY02 depreciation reported in the property system. (4/19/02)

**Environmental Compliance and Safety Division (OFA74)**

1. Reports, schedules, and supporting documentation for environmental and non-environmental contingent liability estimates as of March 31, 2002, including - funded and unfunded amounts, whether contingencies are probable, reasonably possible, or remote; and the portion of the liability due to other Federal agencies versus the public. Schedule should insure that estimates have been reduced by FY02 project disbursements. (4/19/02)